

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: Lipscomb Teacher Residency Liaison    Department: Instruction**

**Date: July 2020**

**Reports to: Director of Federal Projects**

**Grade: Addendum to CMCSS Teacher/ \$1,500 monthly**

**Purpose of Job**

The Lipscomb Teacher Residency Liaison (LTRL) oversees supports for the Lipscomb Teacher Residency (LTR) program.

**Additional Responsibilities:**

The LTRL will be responsible for the following:

- Tutoring/recitation sessions needed for LTR classes each semester
- Tracking academic progress of LTRs in each university class
- Communicating with university professors to ensure alignment of recitation sessions to coursework
- Ensuring textbooks/materials are available for the LTRs
- Serving as a point of contact regarding LTR concerns
- Assisting with Praxis assessment scheduling
- Updating the Director of Federal Projects throughout the program

**Minimum Qualifications:**

- 3 years of successful teaching experience
- Qualitative evaluation component averaging above expectations for the last 2 years
- Evidence of successful leadership experience
- Experience supporting teacher residents through recitation sessions

Supplement: The Lipscomb Teacher Residency Liaison will earn a base salary as determined by the certified teacher pay grid plus a monthly supplement of \$1,500.00. The performance criteria of the Lipscomb Teacher Residency Pipeline position will be reviewed annually to determine eligibility.

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Employee's Signature

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Supervisor's Signature

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Date

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Date